



DISASTER MANAGEMENT

www.areaedma.org

AREA E DISASTER MANAGEMENT Executive Committee Meeting

Thursday
January 7, 2016
3:00-4:30pm

La Mirada City Hall, A&B Rooms
La Mirada, CA 90638
(562) 902-2368

Cullen Armet
Area E DMAC

AREA E MEMBERS

ARTESIA

BELL

BELL GARDENS

BELLFLOWER

CARSON

CERRITOS

COMMERCE

COMPTON

CUDAHY

DOWNEY

HAWAIIAN GARDENS

HUNTINGTON PARK

LA HABRA HEIGHTS

LA MIRADA

LAKEWOOD

LOS ANGELES CO

LYNWOOD

MAYWOOD

MONTEBELLO

NORWALK

PARAMOUNT

PICO RIVERA

SANTA FE SPRINGS

SOUTH GATE

VERNON

WHITTIER

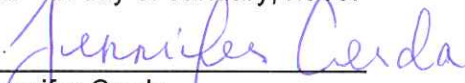
AGENDA

1. Roll Call
2. Public Comment
3. Approval of Executive Committee meeting minutes- November 5, 2015

New Business

4. Discussion of Fiscal Year 2015-16 Mid-Year Budget
5. Discussion of Area E Administrative Operations
6. Update on DMAC Emergency Management Activities
7. Adjournment

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at La Mirada City Hall, not less than 72 hours prior to the meeting. Dated this 4th day of January, 2016.


Jennifer Cerda
Administrative Manager
Area E Disaster Management



Area E Executive Committee Meeting

Area E Disaster Management Office

Meeting Minutes for November 5, 2015

Meeting was called to order at 3:10 pm by Executive Committee Chairman Andrew Vialpando.

1) Roll Call: Roll call was taken and self-introductions were made.

Members Present: Member Joel Hockman; Member Sheri Koomen; Member Andrew Stevens; Vice Chairman Stacy Barnes, Chairman Andrew Vialpando

Members Absent:

Guests Present:

Staff Present: Area E DMAC Cullen Armet; Administrative Manager Jennifer Cerda; Area E Staff Zaira Villa

2) Public Comment: No public comment was made.

3) Approval of Executive Committee meeting minutes- October 1, 2015

Vice Chairman Stacy Barnes moved and Member Andrew Stevens seconded to approve the minutes of the October Executive Committee meeting.

MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: Member Joel Hockman, Member Andrew Stevens, Vice Chairman Stacy Barnes

NOES: None

ABSENT: None

ABSTAIN: Member Sheri Koomen, Chairman Andrew Vialpando

NEW BUSINESS

4) Discussion of development of work groups and workshops for emergency management best practices and information sharing.

DMAC Cullen Armet discussed the upcoming Standardized Emergency Management System (SEMS) course. Registration has filled quickly with Area E cities. DMAC Cullen Armet would like to conduct credentialing courses in the future.

For consideration:

Conducting a five year training plan.

DMAC Cullen Armet distributed a draft copy of The Emergency Management Reference Guide.

DMAC Cullen Armet presented the 2015 Emergency Management Performance Grant (EMPG) online Activity Log for Area E cities.

5) Discussion of General Board meeting agenda format and meeting structure

Chairman Andrew Vialpando discussed the need for time limits for General Board meetings.

Vice Chairman Stacy Barnes proposed conducting bi-monthly business meetings, and submission of a comprehensive report for Executive Committee reports.

Member Andrew Stevens proposed future business meetings be limited to bi-monthly meetings. The Committee will revisit the idea of modifying the schedule of General Board meetings and report its findings at an upcoming General Board meeting.

6) Discussion of Area E direction and objectives

Chairman Andrew Vialpando discussed that Area E Treasurer Rod Hill recommended a financial services accountant to assist Area E with its internal controls. Professional Services should not exceed \$11,000. A report will be included for approval at the November General Board meeting.

7) Adjournment

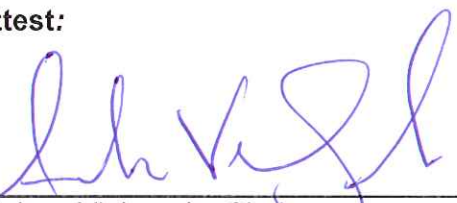
There being no further business to be brought before the Area E Executive Committee, the November meeting adjourned at 4:10 pm.

Submitted:



Jennifer Cerda, Administrative Manager

Attest:



Andrew Vialpando, Chairman

APPROVED:

January 7, 2016

AREA E DISASTER MANAGEMENT

	FY15/16 Approved	FY15/16 Amended	FY15/16 Mid Year Actual
Personnel			
Salary-Administrative Manager	\$ 60,760	\$ 60,760	\$ 32,569
Accum sick leave pd (1)	\$ 5,700	\$ -	\$ -
Accum vac leave pd. (2)	\$ 4,770	\$ -	\$ -
Accum prof leave pd. (3)	\$ -	\$ -	\$ -
Salary - DMAC	\$ 69,600	\$ 69,600	\$ 34,800
Salary - Part-Time Clerical	\$ 12,480	\$ 12,480	\$ 4,968
	\$ 153,310	\$ 142,840	\$ 72,337
Benefits			
PERS-Retirement	\$ 11,170	\$ 20,690	\$ 16,588
Health Stipend	\$ 6,480	\$ 4,200	\$ 3,000
PERS-Health Annuitant	\$ 7,080	\$ 7,080	\$ 3,539
Health Pkg/Def Comp	\$ -	\$ -	\$ -
JPIA Worker's Comp Ins	\$ 2,000	\$ 2,000	\$ -
JPIA General Liability Ins	\$ 12,000	\$ 12,000	\$ -
Emp Tax-ETT	\$ 30	\$ 30	\$ 3
Emp Tax-Unemp Ins	\$ 940	\$ 940	\$ 108
Emp Tax SS (Part Time) FICA	\$ 700	\$ 700	\$ 308
Emp Tax-Medicare Tax	\$ 1,040	\$ 1,040	\$ 588
Tax Liability Not Yet Paid	\$ -	\$ -	\$ -
Tax Fed Withheld	\$ -	\$ -	\$ -
Tax PIT Withheld	\$ -	\$ -	\$ -
Tax SID Withheld	\$ -	\$ -	\$ -
	\$ 41,440	\$ 48,680	\$ 24,134
Area E Operating Expenses			
Bank Charges	\$ 300	\$ 300	\$ 166
Cell Phone/BB/Wireless	\$ 2,600	\$ 2,600	\$ 1,053
Computer Equip/Sup	\$ 1,000	\$ 1,000	\$ 60
Conference Expense	\$ 3,000	\$ -	\$ -
Dues & Memberships	\$ 350	\$ 350	\$ -
Copier Lease	\$ 8,000	\$ 8,000	\$ 3,715
Maint-Equip/Software	\$ 2,000	\$ 2,000	\$ 839
Office Equip/Furniture	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ 30
Profess Fees/Audit-JPA	\$ 15,000	\$ 15,200	\$ 6,131
Payroll/ HR Service	\$ 2,000	\$ 10,000	\$ 10,534
Special Mtgs/Events			
Supplies-Office	\$ 1,000	\$ 1,000	\$ 188
Supplies-Mtg	\$ 800	\$ 800	\$ 179
Car Allowance	\$ -	\$ -	\$ -
Travel/Meetings/Mileage Reimb	\$ 1,280	\$ 1,280	\$ 783
Conference Fees/ Lodging			
Miscellaneous			
HR Services	\$ -	\$ -	\$ -
	\$ 37,330	\$ 42,530	\$ 23,678
City Programs Support			
*Disaster Program Support/Conf	\$ 10,000	\$ 5,000	\$ 499
*Disaster Training Supplies/Equip	\$ 250	\$ 250	\$ -
*Disaster Meeting Supplies	\$ 100	\$ 100	\$ 16
City Materials	\$ 4,000	\$ 4,000	\$ 4,951
City Reimb	\$ 20,000	\$ 20,000	\$ 1,344
City Training	\$ 25,000	\$ 15,000	\$ 550
Pub Ed Materials	\$ -	\$ -	\$ -
	\$ 59,350	\$ 44,350	\$ 7,360
Capital Equipment			
Office Equipment/Furniture	\$ 1,000	\$ 1,000	\$ 650
	\$ 1,000	\$ 1,000	\$ 650
TOTAL	\$ 292,430	\$ 279,400	\$ 128,158

*formerly designated as CERT

1/7/2016

**AGREEMENT BETWEEN AREA E DISASTER MANAGEMENT
AND DAVID L. GRUBER AND ASSOCIATES, INC.**

This Agreement (the "Agreement") is made and entered into on this 11th day of December, 2015, by and between the Area E Disaster Management (AREA E), a Joint Powers Authority, hereinafter referred to as AREA E, and David L. Gruber and Associates, Inc. (Gruber and Associates), a Certified Public Accounting (CPA) firm, hereinafter referred to as CONTRACTOR.

RECITALS:

WHEREAS AREA E desires to obtain various financial consulting services from a qualified expert; and

WHEREAS the CONTRACTOR is a qualified expert in financial and accounting management for small businesses;

NOW, THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the parties hereto agree as follows:

1. **Recitals.** The foregoing recitals are true and correct and are a part of this Agreement.

2. **Term.** Unless sooner terminated as provided herein, the term of this Agreement shall expire at the end of each Fiscal Year, or every June 30. This CONTRACT may be extended annually upon mutual written consent of the parties.

3. **Scope of Work.** The CONTRACTOR shall set up a financial accounting system for AREA E, provide financial and accounting management, ensure proper recording of financial activities, perform compliance reporting as required by the State Controller's Office, provide training for AREA E staff, create internal control processes and provide guidance to AREA E on accounting issues as they arise, and perform duties as described in Attachment A Scope of Work attached hereto and incorporated by reference herein. Upon satisfactory completion of the work, delivery of all deliverables, including all records retention schedules, to AREA E, and AREA E's final payment therefor, CONTRACTOR shall be deemed to have granted to AREA E a perpetual license to use any and all such deliverables at no further cost, subject only to the limitations expressly stated herein.

4. **Fees.** Fees for services performed as described in Section 3 Scope of Work will be billed at an hourly rate of \$75.00 per hour, as specified in Attachment A. The completion of the work, delivery of all deliverables, including all records retention schedules, pursuant to this Agreement, shall not exceed a total cost of \$11,000.

5. **Obligations of the CONTRACTOR.**

A. CONTRACTOR shall perform as required by this Agreement. CONTRACTOR also warrants on behalf of itself and all subcontractors engaged for the performance of this Agreement that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.

B. CONTRACTOR shall obey all Federal, State, local, and special district laws, ordinances, and regulations. The work produced by the CONTRACTOR shall be in compliance with current Federal, State, local, and special district laws, ordinances, and regulations.

C. All subcontractors, if utilized, shall be approved in writing in advance by AREA E. All subcontractors used shall be mutually agreeable to both the CONTRACTOR and AREA E.

D. CONTRACTOR warrants that any and all retention schedules provided to AREA E pursuant to this Agreement, shall be in compliance with all applicable State and federal laws governing retention of municipal records including, but not limited to, the provisions of California Government Code Section 34090, et seq.

E. CONTRACTOR shall maintain Insurance acceptable to AREA E.

(1) Automobile Liability. During the term of this Agreement, CONTRACTOR shall furnish an automobile liability policy covering any and all automobiles used by CONTRACTOR, that is primary insurance as respect to AREA E, its officers, officials, employees and volunteers. Any insurance or self insurance maintained by AREA E, its officers, officials, employees or volunteers shall apply excess of, and not contribute with, CONTRACTOR'S insurance.

(2) Professional Liability or Errors and Omissions. During the term of this Agreement CONTRACTOR shall maintain Professional Liability or Errors and Omissions coverage providing protection against liability arising out of CONTRACTOR's negligence in the performance of professional services hereunder, in the amount of not less than \$1,000,000 per occurrence.

(3) The errors and omissions and automobile liability policies shall be endorsed to name AREA E, its elected officials, officers, employees and volunteers as additional insureds, and to waive the right of subrogation. Any deductibles shall be disclosed in writing to AREA E prior to commencing performance.

(4) Certificates of Insurance. CONTRACTOR shall file with AREA E within five (5) business days upon the execution of this agreement, certificates of insurance, together with required endorsement(s), which shall provide that no cancellation, major change in coverage, expiration, or no renewal will be made during the term of this agreement, without thirty (30) days written notice to the AREA E prior to the effective date of such cancellation, or change in coverage.

6. Obligations of AREA E.

A. AREA E shall be obligated to pay CONTRACTOR fees as outlined in Attachment A Scope of Work upon delivery of work in compliance with this Agreement, and submission of invoices. Invoices shall be submitted to AREA E upon delivery of the CONTRACTOR's work (progress payments). No payment shall be made in advance of performance of the work to which the invoice applies.

B. Use of Records/Electronic Files. AREA E recognizes that CONTRACTOR has made significant investments in its pre-existing intellectual properties and holds registered copyrights. Therefore:

(1) California Public Records Act and Freedom of Information Act. Nothing herein shall prevent the AREA E from legally complying with the Public Records Act and Freedom of Information Act. To the extent the AREA E receives a public records request to disclose Contractor Materials (defined as Records Retention Schedules provided by CONTRACTOR) pursuant to the Public Records Act or the Freedom of Information Act,

AREA E shall advise CONTRACTOR as soon as is practical of such request (via e-mail) prior to disclosing any CONTRACTOR Materials.

(2) Internal Purposes. AREA E shall use the CONTRACTOR Materials for its "Internal Purposes" only. "Internal Purposes" shall exclude any and all commercial applications or uses in connection with or for the benefit of AREA E's vendors and/or third parties without CONTRACTOR'S express, prior written consent;

(3) Non-Disclosure. In no event shall the CONTRACTOR Materials be disclosed, made available to, or used for the benefit of any third party; sold, assigned, leased or otherwise disposed of; or commercially exploited or marketed in any way, with or without charge, by AREA E or any of AREA E's employees or agents, provided, however, that subject to the California Public Records Act, AREA E shall have the right to disclose the CONTRACTOR'S Materials, to the extent minimally necessary, pursuant to a valid public records request;

(4) Proprietary Markings. AREA E shall not remove or modify any copyright notices, proprietary markings, or copying restrictions, placed upon or contained within the CONTRACTOR Materials to any copies of the CONTRACTOR Materials permitted hereunder;

(5) Internet Publication. Without CONTRACTOR'S express, prior written consent, AREA E shall not publish, post or transmit the CONTRACTOR Materials on or through any internet, website, or otherwise publish or disseminate or distribute any CONTRACTOR Materials. The single exception to this restriction is during the Area E General Board adoption process, CONTRACTOR Materials may be published on the Internet as part of an agenda packet, but, to the extent permitted by law, the CONTRACTOR Materials shall be removed from publication the day following the adoption of the CONTRACTOR Materials. A notice advising the public to contact the AREA E to submit a public records act request to obtain a copy of CONTRACTOR Materials can be inserted as an attachment to a resolution or other document.

(6) Modification. AREA E shall have the right to modify the CONTRACTOR Materials solely for AREA E's Internal Purposes. AREA E agrees that any works such created are derivative works of the CONTRACTOR Materials within the meaning of the U.S. Copyright Act, and, as such, are included within the definition of "Contractor Materials."

(7) Reservation of Rights. Nothing in this Agreement shall be deemed to grant, directly or by implication, estoppel or otherwise, any right or license with respect to any process, methods, or other intellectual property rights CONTRACTOR or AREA E may own or control prior to the date of this Agreement, and CONTRACTOR and AREA E retain all right, title and interests in and to such of each of its own process, methods, and other intellectual property rights.

(8) Ownership. AREA E acknowledges and agrees that as between AREA E and CONTRACTOR, CONTRACTOR represents that Contractor exclusively owns and retains all right, title and interest (including, without limitation, all patent rights, copyrights, trademarks, trade secrets and other intellectual property rights), in and to all CONTRACTOR Materials and any portion thereof.

6. Audit. AREA E shall have the option of inspecting and/or auditing all records and other written materials used by CONTRACTOR in preparing its statements to AREA E as a condition precedent to any payment to CONTRACTOR.

8. **Records.** CONTRACTOR shall maintain adequate records to permit inspection audit of CONTRACTOR's charges under this Agreement. CONTRACTOR shall provide AREA E access to such records for approval, funding, or auditing the project, during normal business hours upon reasonable notice, the reasonable cost of which shall be borne by AREA E. Nothing herein shall convert such records into public records and they will be available only to AREA E for approval, funding, or audit functions. Such records shall be maintained by CONTRACTOR for three (3) years following completion of the work under this Agreement.

9. **Tax Withholding** CONTRACTOR acknowledges and recognized that it shall complete and return to AREA E an IRS Form 1099 and related tax statements, and shall be required by law to file corporate and/or individual tax returns, and to pay said taxes pursuant to all provisions of applicable Federal, State and Local laws. CONTRACTOR herein pledges and agrees to indemnify AREA E for any damages or expenses, including any related attorney's fees, and legal expenses incurred by AREA E as a result of CONTRACTOR's failure to make such required payments. CONTRACTOR shall provide proof of required tax payments upon the AREA E's reasonable request.

10. **Hold Harmless and Indemnification.** To the extent permitted by law, CONTRACTOR shall indemnify, defend, and hold the AREA E, its officers, employees, agents and volunteers harmless from and against any and all liability, loss, damage, and causes of action (including payment of AREA E's actual attorneys fees and costs) arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state or municipal law or ordinance, including any claim that any retention period set forth in any retention schedule provided by CONTRACTOR violates any State or federal law, expense, and costs arising out of or connected with the performance of work by CONTRACTOR, its officers, employees, agents, volunteers, and subcontractors, under this Agreement, except for any such claim that is the result of the negligence or willful misconduct of AREA E, its officers, employees, agents or volunteers. CONTRACTOR further shall indemnify, defend and hold AREA E harmless with respect to any and all claims that AREA E's use or possession of any or all of CONTRACTOR's Materials violates any proprietary or intellectual property right. In the event AREA E is prevented from using any of the CONTRACTOR's Materials due to any such claim of infringement, CONTRACTOR shall either obtain a perpetual license at CONTRACTOR's expense allowing AREA E's full use of CONTRACTOR's Materials as provided herein, or CONTRACTOR shall refund to AREA E all amounts paid pursuant to this Agreement, without pro-ration.

11. **Amendments.** Any amendment, modification, or variation from the terms of this Agreement shall be in writing and shall be effective only upon mutual written approval by AREA E and CONTRACTOR.

12. **Anti-Discrimination.** In the performance of the terms of this Agreement, CONTRACTOR shall not engage in, nor permit subcontractors to engage in discrimination in employment of persons because of the age, race, color, religious creed, sex, sexual orientation, national origin ancestry, physical disability, mental disability, medical condition, or marital status of such persons. Violation of this provision may result in the imposition of penalties referred to in Labor Code Section 1735.

13. **Termination.** If, during the term of this Agreement, AREA E determines that CONTRACTOR is not faithfully abiding by any term or condition contained herein, AREA E may notify CONTRACTOR in writing of such defect or failure to perform. The notice must give to the CONTRACTOR a five (5) day period of time thereafter in which to perform said work or cure the deficiency. If CONTRACTOR has not performed the work or cured said deficiency within the five (5) days specified in the notice, such failure shall constitute a breach of this Agreement, and AREA E may terminate this Agreement immediately by written notice to CONTRACTOR to said effect. In addition, the parties agree that either party to this Agreement may, for any other reason terminate

this Agreement by mailing a ten (10) day written notice of termination to the other party hereto. AREA E shall be liable to the CONTRACTOR only for those fees owed to the CONTRACTOR at the date either party receives said notice of termination.

14. **Delivery of Reports in Case of Termination.** If this Agreement is terminated pursuant to any of the provisions contained hereinabove, and if requested to do so in writing by AREA E, the CONTRACTOR shall, within fourteen (14) calendar days after receipt of such written request, deliver and turn over to AREA E all of its preparation and work on documents which were done to the date of the receipt of the notice of termination. The terms "preparation" and "work" as used in this paragraph, shall refer to and include all other data and materials of whatever type that have been gathered by the CONTRACTOR, and contemplated to be used or actually used, in the preparation of the Records Management Program including any of the retention schedules required to be provided by CONTRACTOR.

15. **Complete Agreement.** This Agreement shall constitute the complete agreement between the parties hereto. No oral agreement, understanding, or representation not reduced to writing and specifically incorporated herein shall be of any force or effect, nor shall any such oral agreement, understanding, or representation be binding upon the parties hereto. For purposes of California law, AREA E and CONTRACTOR agree that they are joint authors of this Agreement, and that no portion of this agreement shall be held against either AREA E or CONTRACTOR. If any provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall nevertheless remain in full force and effect. If any provision is held invalid or unenforceable with respect to particular circumstances, it shall nevertheless remain in full force and effect in all other circumstances.

16. **Independent Contractor.** It is expressly understood between the parties to this Agreement that no employee/employer relationship is intended; CONTRACTOR is an independent contractor. Except as AREA E may specify in writing, CONTRACTOR shall have no authority, express or implied, to act on behalf of AREA E in any capacity whatsoever as an agent. CONTRACTOR shall have no authority, express or implied, pursuant to this Agreement, to bind AREA E to any obligation whatsoever.

17. **Time of Performance.** Time is of the essence in this Agreement.

18. **Conflict of Interest.** Neither CONTRACTOR nor any employees, agents or subcontractors of CONTRACTOR who will be assigned to this project, to the best of CONTRACTOR'S knowledge, own any property or interest in properties, business relationships, or sources of income which may be affected by the performance of this Agreement. Should one party hereto learn of any such interest, income source, or business relationship, such fact shall immediately be brought to the attention of the other party hereto. If the parties thereupon cannot mutually agree upon a means to eliminate the conflict, AREA E may terminate the Agreement immediately for non-performance pursuant to Section 12 herein.

In accordance with California Government Code Section 87306, CONTRACTOR shall provide, if requested by AREA E, a Conflict of Interest Statement, Form 700 no later than 30 days after execution of this Agreement, and annually thereafter prior to April 1st of each year for the duration of the Agreement. Failure to file any of the required statements will result in withholding payment for services rendered.

19. **Successors and Assigns.** The terms hereof shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto; provided, however, that no party hereto shall assign any of the benefits and burdens hereunder, whether voluntarily or by operation of law, without the prior written consent of the other party, and any such assignment without said consent shall be void.

20. **Authority to Execute Agreement.** Both AREA E and CONTRACTOR do covenant that each individual executing this Agreement on behalf of each party is a person duly authorized and empowered to execute contracts for such party. AREA E and CONTRACTOR agree that each has had the opportunity to review this Agreement and has conducted an independent review of the financial and legal effects of this Agreement. AREA E and CONTRACTOR acknowledge that each has had the opportunity to make, and has made, an independent judgment regarding the financial and legal effects of this Agreement and has not relied upon any representation by the other party than those expressly set forth in this Agreement.

21. **Notices.** All written notices required by, or related to this Agreement shall be sent by Certified Mail, Return Receipt Requested, postage prepaid and addressed as listed below. Neither party to this Agreement shall refuse to accept such mail; the parties to this Agreement shall promptly inform the other party of any change of address. All notices required by this Agreement are effective on the day of receipt, unless otherwise indicated herein. The mailing address of each party to this Agreement is as follows:

CLIENT Area E Disaster Management
 13700 La Mirada Blvd.
 La Mirada, CA 90638
 Attention: Jennifer Cerda, Administrative Manager

CONTRACTOR Mr. Ron Lopez, CPA, Partner (Vice President)
 Gruber and Associates
 15151 Springdale Street
 Huntington Beach, CA 92649

22. **Attorneys Fees.** The prevailing party in any legal action brought for breach, or to enforce any provision of this Agreement, shall be entitled to receive reasonable attorneys' fees and costs of suit.

23. **Venue.** Venue for any litigation arising out of this Agreement shall be the Superior Court of the County of Los Angeles, California.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the day and year first above written.

Area E Disaster Management, a Joint Powers Authority

By:  12/11/15

Andrew Vialpando, Chairman
Area E Disaster Management Joint Powers Authority

Contractor:

By: 

Ron Lopez, Certified Public Accountant
Gruber and Associates, Partner (Vice President)

FY 2015-16 Executive Committee Calendar Agenda Items for Discussion

February 2016:

1. CalPERS update
2. Mid-year budget (unfinished)

March 2016:

April 2016:

1. DMAC contract renewal
2. Discussion of elections

May 2016:

1. Change in general board meeting schedule
2. FY 16-17 Budget

June 2016:

Exec Committee Report

Training Budget – \$13,700

Spring Trainings (2016)

- 2 SEMS Combo -\$1,125 (certs) X 2
- G775 EOC Operations - \$1,125 (certs) + \$2,325 (materials)
- G191 ICS/Field/Interface- \$1,125 (certs) + \$1,050 (materials)

Total = \$13,700 - \$7,875 = **\$5,825**

- Shelter Training (\$0)
- 5 Steps Neighborhood Preparedness Train-the-Trainer
- Emergency Prep. Website Workshop
- EOP Workshop
- Shelter Exercise (TBD)

Fall Trainings (2015)

- Shelter Ops Training (Dec.)
- El Nino Field Awareness Training (Dec.)
- ESC 101 Training (Dec.)
- SEMS Combo (Nov.)
- OAARS Training (Nov.)
- Alert LA Training (Oct.)
- CWIRS Training (Sept.)
- EOC Refreshers

Projects

- Activation Playbook
- Incident Management Team
- HR/ESC Training Program Workshop
- Sheriff ESC Coordinator List

FY 2015-16 Executive Committee Calendar Agenda Items for Discussion

February 2016:

1. CalPERS update
2. Mid-year budget (unfinished)

March 2016:

1. CERT Coordinators Update
2. Change in general board meeting schedule

April 2016:








1. DMAC contract renewal
2. Discussion of elections

May 2016:

1. FY 16-17 Budget
2. Discussion of training schedule

June 2016:

Area E Executive Committee Mtg.
January 7, 2016
La Mirada 3:00-5:00 p.m.

	Last Name	First Name	Agency	Signature
1	Armet	Cullen	Area E DMAC	
2	Barnes	Stacy	City of Compton	
3	Cerda	Jennifer	Area E Staff	
4	Hill	Rod	City of Whittier	
5	Hockman	Joel	City of Bellflower	
6	Koomen	Sheri	City of South Gate	
7	Palta	Ashu	LA Co OEM	
8	Stevens	Andrew	City of Downey	
9	Vialpando	Andrew	City of La Mirada	
10	Villa	Zaira	Area E Staff	
11				